

Instructions for an Applicant to Request a Physical Plant Inspection

The Facilities tab in NYSE-CON is used to schedule a physical plant inspection, track the necessary paperwork required for a physical plant inspection, record the inspection results and allow for a Corrective Action Plan to be initiated and resolved by the applicant. The Facilities tab will not be visible until the Bureau of Certification (BOC) Program Manager assigns the Upstate or Downstate Facility Evaluation and Inspection Unit to the Application. When you first click on the Facilities tab the General Information page will display. The Applicant should initiate contact with the Facilities Evaluation and Inspection Unit at least **60 days** prior to the facility's target opening date.

Projects
Project Search > Project Search Results

Regional Office

General | Executive Summary | Sites | Application | Correspondence | Decision | Contingencies | **Facilities** | Access | Summary

Application Number: 224004
Provider Name: ABC Corporation
Project Description: This application is for the ABC Corporation to open a new Part 822 Outpatient Clinic at 111 Main Street in Anytown, NY

General Information

Phase 1

General Information | Correspondence

*Phase ID: 1 (e.g. 1a, 1(a), 1(i), 2b)
*Phase Description:

Contacts

Name	Title	Company	Office Phone	Mobile Phone	Email	NOA
Add Contact						

**All Dates in MM/DD/YYYY format

*Target Opening Date	†Requested Survey Dates		†Applicant's Name/Date
	From:	To:	

Survey

Type	Required	Scheduled Date	Confirm Date	Reviewer
Environmental				

[Save](#) [Clear](#) [Submit](#)

* Fields marked with an asterisk (*) are required for saving information from this screen.
† Fields marked with a dagger (†) are required to proceed with the submission process.

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My NYSE-CON Tool Bar
[Create New Submission](#)

Selected Projects
OASAS 224004 - ABC Corporation

Related Projects

Instructions for an Applicant to Request a Physical Plant Inspection

Only an Applicant can initiate the request for a physical plant review request to the Facilities Evaluation and Inspection Unit. In order to request a physical plant review, the Applicant must do the following:

- Create a phase
- Provide contact details for the project
- Provide a Date Range for the Physical Plant review

Projects
Project Search > Project Search Results

Regional Office

General Executive Summary Sites Application Correspondence Decision Contingencies **Facilities** Access Summary

Application Number: 224004
Provider Name: ABC Corporation
Project Description: This application is for the ABC Corporation to open a new Part 822 Outpatient Clinic at 141 Main Street in Anytown, NY

General Information

Phase 1

General Information Correspondence

*Phase ID: 1 (e.g. 1a, 1(a), 1(i), 2b)

*Phase Description:

Contacts

Name	Title	Company	Office Phone	Mobile Phone	Email	NOA
Add Contact						

**All Dates in MM/DD/YYYY format

*Target Opening Date From: To: †Requested Survey Dates †Applicant's Name/Date

Survey

Type	Required	Scheduled Date	Confirm Date	Reviewer
Environmental				

[Save](#) [Clear](#) [Submit](#)

* Fields marked with an asterisk (*) are required for saving information from this screen.
* Fields marked with a dagger (†) are required to proceed with the submission process.

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Edit the **Phase ID**, if desired. The system will sequentially number the Phases if the applicant chooses not to change the ID.

Enter the **Phase Description**.

Enter the **Target Opening Date**.

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Projects

Project Search > Project Search Results

Regional Office

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Application Number: 224004
Provider Name: ABC Corporation
Project Description: This application is for the ABC Corporation to open a new Part 822 Outpatient Clinic at 111 Main Street in Anytown, NY

General Information

Phase 1

[General Information](#) [Correspondence](#)

*Phase ID: (e.g. 1a, 1(a), 1(i), 2b)
*Phase Description:

Contacts

Name	Title	Company	Office Phone	Mobile Phone	Email	NOA
<div>Add Contact</div>						

**All Dates in MM/DD/YYYY format

*Target Opening Date	†Requested Survey Dates		†Applicant's Name/Date	
<input type="text" value="05/31/2023"/>	From: <input type="text"/>	To: <input type="text"/>	Janel Paloski	03/28/2023

Survey

Type	Required	Scheduled Date	Confirm Date	Reviewer
Environmental				

Add Phase

Save

Clear

Submit

* Fields marked with an asterisk (*) are required for saving information from this screen.
* Fields marked with a dagger (†) are required to proceed with the submission process.

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System Information

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Selected Projects
OASAS 224004 - ABC Corporation

Related Projects

Once you have entered the information, click on the **Save**. Additionally, you need to Add Contact Information for scheduling the Physical Plant Inspection. Click on the **Add Contact** button.

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Janet Paloski
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EVAL **EVAL** **EVAL**

Projects

Project Search > Project Search Results

New Contact Information

Contact Information

†Type: Primary
†Title: Plant Manager
†First Name: Joe
†Last Name: Smith
†Company: ABC Corporation
†Office Phone: 518-485-1156
†Mobile Phone: 518-111-1111
†Email: janet.paloski2@oasas.ny.gov

Notice of Appearance form: (if applicable)
Add Attachment

** All Fields are required for saving information on this screen

** The contact information provided will be used for communication purposes between DOH and the contact

Save Clear Cancel

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For **Contact Type** – Select Primary – When the first Contact is being added, the only contact designation option available is “Primary”, “Additional” will be available when contacts are added. Fill in the balance of the required contact information. Note: Notice of Appearance is not used for OASAS Applications. Once complete, select the **Save** button.

Instructions for an Applicant to Request a Physical Plant Inspection

Project Search > Project Search Results

Regional Office

General Executive Summary Sites Application Correspondence Decision Contingencies Facilities Access Summary

Application Number: 224004
Provider Name: ABC Corporation
Project Description: This application is for the ABC Corporation to open a new Part 822 Outpatient Clinic at 111 Main Street in Anytown, NY

General Information

Phase 1

General Information Correspondence

*Phase ID: (e.g. 1a, 1(a), 1(i), 2b)

*Phase Description:

Contacts

Name	Title	Company	Office Phone	Mobile Phone	Email	NOA
Joe Smith - Primary	Plant Manager	ABC Corporation	(518) 485-1156	(518) 111-1111	janet.paloski2@oasas.ny.gov	

[Add Contact](#)

**All Dates in MM/DD/YYYY format

*Target Opening Date	†Requested Survey Dates	†Applicant's Name/Date
<input type="text" value="05/31/2023"/>	From: <input type="text"/> To: <input type="text"/>	Janet Paloski 03/28/2023

Survey

Type	Required	Scheduled Date	Confirm Date	Reviewer
Environmental				

[Add Phase](#) [Save](#) [Clear](#) [Submit](#)

* Fields marked with an asterisk (*) are required for saving information from this screen.
* Fields marked with a dagger (†) are required to proceed with the submission process.

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You will be returned to the main Facilities screen. When you are ready to request a physical plant inspection, come back to this screen and enter a date range in the Requested Survey Dates.

Instructions for an Applicant to Request a Physical Plant Inspection

Project Search > Project Search Results

Regional Office

General Executive Summary Sites Application Correspondence Decision Contingencies Facilities Access Summary

Application Number: 224004
Provider Name: ABC Corporation
Project Description: This application is for the ABC Corporation to open a new Part 822 Outpatient Clinic at 111 Main Street in Anytown, NY

General Information

Phase 1

General Information Correspondence

*Phase ID: (e.g: 1a, 1(a), 1(i), 2b)

*Phase Description:

Contacts

Name	Title	Company	Office Phone	Mobile Phone	Email	NOA
Joe Smith - Primary	Plant Manager	ABC Corporation	(518) 485-1156	(518) 111-1111	janet.paloski2@oasas.ny.gov	

[Add Contact](#)

**All Dates in MM/DD/YYYY format

*Target Opening Date	†Requested Survey Dates	†Applicant's Name/Date
<input type="text" value="05/31/2023"/>	From: <input type="text" value="05/01/2023"/> To: <input type="text" value="05/25/2023"/>	Janet Paloski 03/28/2023

Survey

Type	Required	Scheduled Date	Confirm Date	Reviewer
Environmental				

[Add Phase](#) [Save](#) [Clear](#) [Submit](#)

* Fields marked with an asterisk (*) are required for saving information from this screen.
* Fields marked with a dagger (†) are required to proceed with the submission process.

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Once you have entered the From and To dates, click **Submit**. The OASAS Facility Evaluation and Inspection Unit will be notified that you have entered information and have requested a range of dates for your Physical Plant Inspection.

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[Projects](#)

Project Search > Project Search Results

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Application Number: 224004
 Provider Name: ABC Corporation
 Project Description: This application is for the ABC Corporation to open a new Part 822 Outpatient Clinic at 111 Main Street in Anytown, NY

General Information

Phase 1

General Information

Correspondence

*Phase ID: 1

*Phase Description: Project created for training purposes

Contacts

☐ View All Contacts

Name	Title	Company	Office Phone	Mobile Phone	Email	NOA
Joe Smith - Primary	Plant Manager	ABC Corporation	(518) 485-1156	(518) 111-1111	janet.paloski2@oasas.ny.gov	

[Add Contact](#)

**All Dates in MM/DD/YYYY format

*Target Opening Date	†Requested Survey Dates	†Applicant's Name/Date
05/31/2023	From: 05/01/2023 To: 05/05/2023	Janet Paloski 03/28/2023

Survey

Type	Required	Scheduled Date	Confirm Date	Reviewer
Environmental				

[Add Phase](#)
[Modify](#)

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System Information

My NYSE-CON Tool Bar

[Create New Submission](#)

Selected Projects

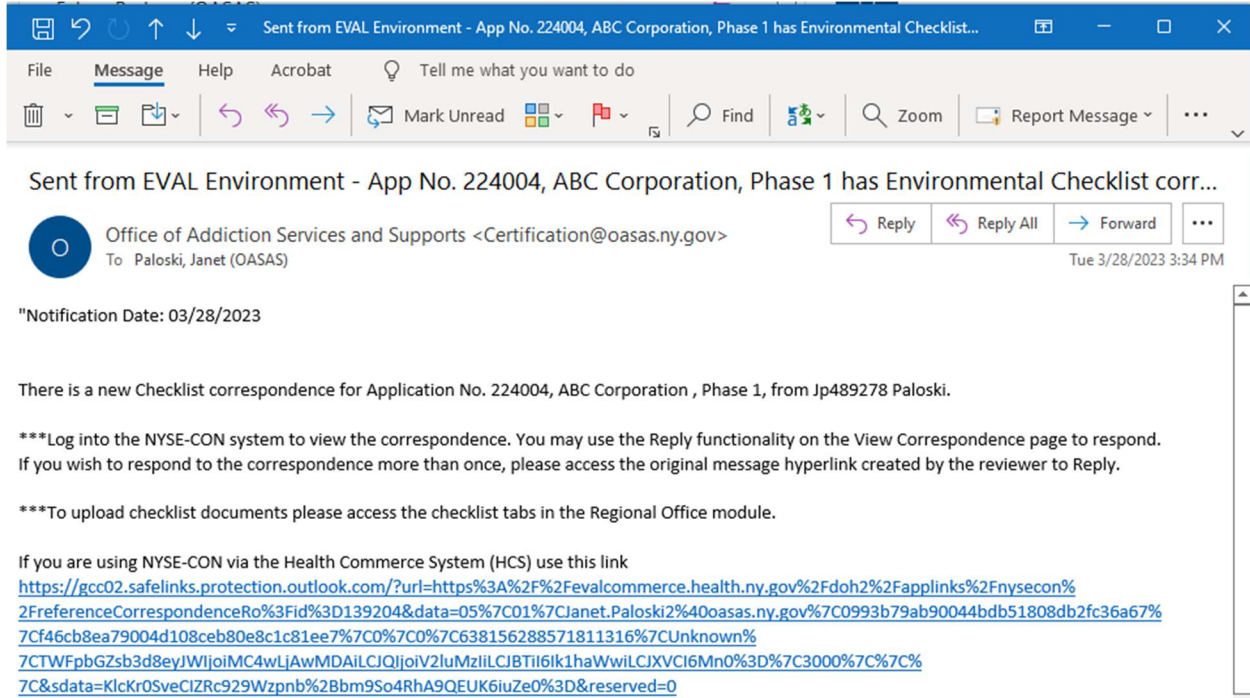
OASAS 224004 - ABC Corporation

Related Projects

If you need to modify any of the information on this tab, click the **Modify** button.

At this point you are done, until you receive notification that you have correspondence from OASAS. The message will look like this one below.

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Once you are notified by OASAS, begin with the instructions on Page 9.

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Regional Office

General | Executive Summary | Sites | Application | Correspondence | Decision | Contingencies | **Facilities** | Access | Summary

Application Number: 224004
 Provider Name: ABC Corporation
 Project Description: This application is for the ABC Corporation to open a new Part 822 Outpatient Clinic at 111 Main Street in Anytown, NY

General Information

Phase 1

General Information | **Environmental Checklist** | Correspondence

*Phase ID: 1
 *Phase Description: Project created for training purposes

Contacts

☐ View All Contacts

Name	Title	Company	Office Phone	Mobile Phone	Email	NOA
Joe Smith - Primary	Plant Manager	ABC Corporation	(518) 485-1156	(518) 111-1111	janet.paloski2@oasas.ny.gov	

[Add Contact](#)

**All Dates in MM/DD/YYYY format

*Target Opening Date	†Requested Survey Dates		‡Applicant's Name/Date	
05/31/2023	From: 05/01/2023	To: 05/05/2023	Janet Paloski	03/28/2023

Survey

Type	Required	Scheduled Date	Confirm Date	Reviewer
Environmental	✓			

[Add Phase](#) [Modify](#)

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Login to NYSE-CON and bring up your application. Select the **Facilities tab** and then Select the **Environmental Checklist**.

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Home Page | FAQ

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Projects

Project Search > Project Search Results

Any item marked N/A must have a reason it is not applicable. Enter the reason in the 'Comments' column.
To save changes, you must click the Save button or all changes will be lost.

Regional Office

General Executive Summary Sites Application Correspondence Decision Contingencies **Facilities** Access Summary

Application Number: 224004
Provider Name: ABC Corporation
Project Description: This application is for the ABC Corporation to open a new Part 822 Outpatient Clinic at 111 Main Street in Anytown, NY

Environmental Checklist

Phase 1

General Information **Environmental Checklist** Correspondence

Phase Description: Project created for training purposes

Required Documentation **for further information refer to DOH website	Current Status	Document	File	Comments	Date Submitted	Date Accepted/Rejected	Reviewer Signature
1) Ansul Fire Suppression System Inspection	REQUIRED		Upload				
2) Backflow Prevention Certification	N/A		Upload	Status Set by Reviewer.			Jp489278 Paloski 03/28/2023

3) Battery Operated Lighting and Emergency Lighting	REQUIRED		Upload				
4) Boiler Inspection	N/A		Upload	Status Set by Reviewer.			Jp489278 Paloski 03/28/2023
5) Certificate of Occupancy or Certificate of Completion	REQUIRED		Upload				
6) Electrical Inspection Certification	REQUIRED		Upload				
7) Elevator Certification	N/A		Upload	Status Set by Reviewer.			Jp489278 Paloski 03/28/2023
8) Emergency Generator Test Report	N/A		Upload	Status Set by Reviewer.			Jp489278 Paloski 03/28/2023
9) Fire Alarm Inspection	REQUIRED		Upload				
10) Fire Pump Inspection	REQUIRED		Upload				
11) Fire Safety and Evacuation Training	REQUIRED		Upload				
12) Plumbing Certification	N/A		Upload	Status Set by Reviewer.			Jp489278 Paloski 03/28/2023

13) Sprinkler System Inspection	REQUIRED		Upload				
14) Stove Inspection	REQUIRED		Upload				

Save Clear Submit Expand All

*Save - Saves all attachments and entries

*Submit - Sends a notification to the Department of Health requesting their action.

My NYSE-CON Tool Bar
Create New Submission

Selected Projects
OASAS 224004 - ABC Corporation

Related Projects

Related Projects

Please note the instructions in red at the top of the screen. The Applicant has the ability to change a Required Document to N/A if it is not applicable but must enter a reason in the Comments field next to the document. For each of the Required Documents, you need to upload a file containing the

Instructions for an Applicant to Request a Physical Plant Inspection

documentation. Make sure you click the **Save** button before leaving this tab or you will lose any changes that you have currently made and not Saved.

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Projects

Project Search > Project Search Results

Any item marked N/A must have a reason it is not applicable. Enter the reason in the 'Comments' column.
To save changes, you must click the Save button or all changes will be lost.

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Summary

Application Number: 224004
Provider Name: ABC Corporation
Project Description: This application is for the ABC Corporation to open a new Part 822 Outpatient Clinic at 111 Main Street in Anytown, NY

Environmental Checklist

Phase 1

General Information

Environmental Checklist

Correspondence

Phase Description: Project created for training purposes

Required Documentation *for further information refer to DOH website	Current Status	Document	File	Comments	Date Submitted	Date Accepted/Rejected	Reviewer Signature
1) Ansul Fire Suppression System Inspection	REQUIRED		Upload				
2) Backflow Prevention Certification	N/A		Upload	Status Set by Reviewer.			Jp489278 Paloski 03/28/2023
3) Battery Operated Lighting and Emergency Lighting	REQUIRED		Upload				

My NYSE-CON Tool Bar

Create New Submission

Selected Projects

OASAS 224004 - ABC Corporation

Related Projects

To upload a required document, click on the **Upload** button next to the required document.

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Projects

Project Search > Project Search Results

Add Checklist Attachment

File:

Choose File

 No file chosen

Add Attachment

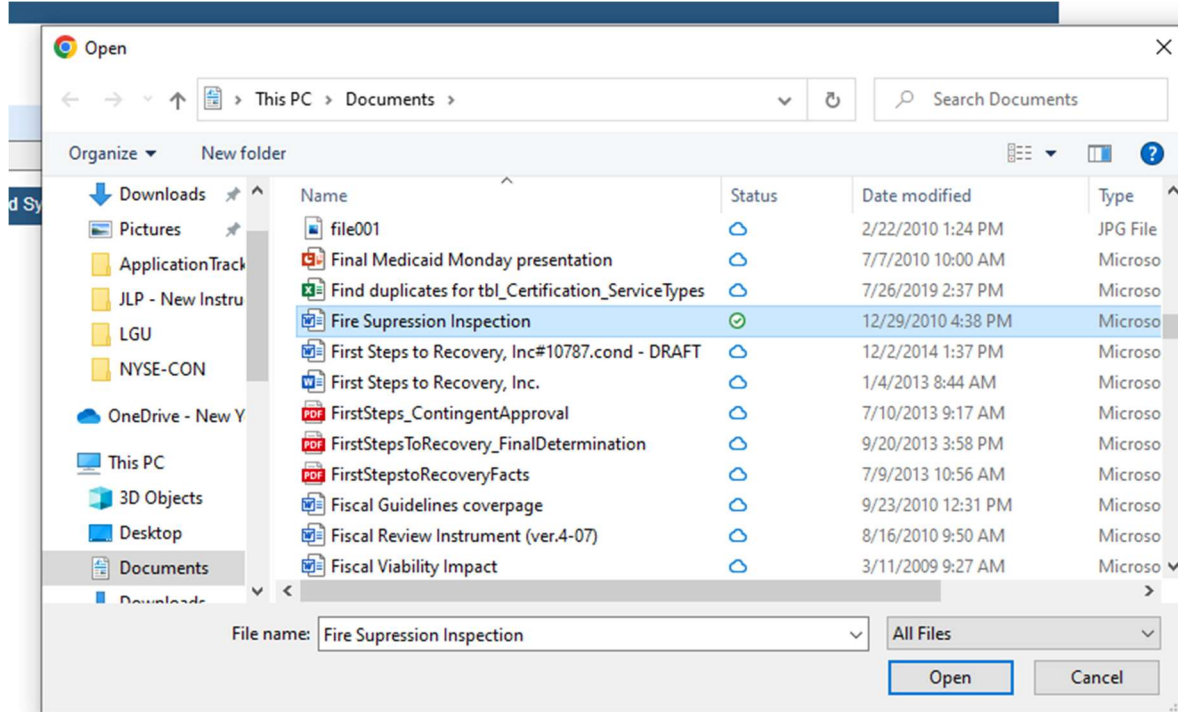
Cancel

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System Information

Click on the **Choose File** button to navigate on your computer to where the Inspection document exists.

Instructions for an Applicant to Request a Physical Plant Inspection




Choose the File to be uploaded and **Click Open**.



The file you selected will show next to the Choose File button. To add the attachment, click on the **Add Attachment** button.

Instructions for an Applicant to Request a Physical Plant Inspection



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Projects

Project Search > Project Search Results

Any item marked N/A must have a reason it is not applicable. Enter the reason in the 'Comments' column.
To save changes, you must click the Save button or all changes will be lost.

Regional Office

General

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Summary

Application Number: 224004
Provider Name: ABC Corporation
Project Description: This application is for the ABC Corporation to open a new Part 822 Outpatient Clinic at 111 Main Street in Anytown, NY

My NYSE-CON Tool Bar

Create New Submission

Selected Projects

OASAS 224004 - ABC Corporation

Related Projects


Phase 1

General Information

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Correspondence

Phase Description: Project created for training purposes

Required Documentation <small>**For further Information refer to DOH website</small>	Current Status	Document	File	Comments	Date Submitted	Date Accepted/Rejected	Reviewer Signature
1) Ansul Fire Suppression System Inspection	REQUIRED	 Fire Suppression Inspection.doc	Delete				
2) Backflow							Jp489278

The added **attachment** is indicated by the document icon on the table. The upload button changes to a **Delete** button to allow for corrections. You can add optional comments regarding the uploaded document in the Comments column.

Instructions for an Applicant to Request a Physical Plant Inspection

Required Documentation <small>**For further Information refer to DOH website</small>	Current Status	Document	File	Comments	Date Submitted	Date Accepted/Rejected	Reviewer Signature
1) Ansul Fire Suppression System Inspection	REQUIRED ▾	Fire Suppression Inspection.doc	Delete				
2) Backflow Prevention Certification	N/A ▾		Upload	Status Set by Reviewer.			Jp489278 Paloski 03/28/2023
3) Battery Operated Lighting and Emergency Lighting	REQUIRED ▾		Upload				
4) Boiler Inspection	N/A ▾		Upload	Status Set by Reviewer.			Jp489278 Paloski 03/28/2023
5) Certificate of Occupancy or Certificate of Completion	REQUIRED ▾		Upload				
6) Electrical Inspection Certification	REQUIRED ▾		Upload				
7) Elevator Certification	N/A ▾		Upload	Status Set by Reviewer.			Jp489278 Paloski 03/28/2023
8) Emergency Generator Test Report	N/A ▾		Upload	Status Set by Reviewer.			Jp489278 Paloski 03/28/2023
9) Fire Alarm Inspection	REQUIRED ▾		Upload				

Save
Clear
Submit
Expand All

Related Projects

Click **Save** to save all work when complete. Checklist items may be saved as entered or saved when all have been entered. Note: If multiple documents must be added for an individual checklist item, each document must be saved after every upload.

Instructions for an Applicant to Request a Physical Plant Inspection

*for further Information refer to DOH website	Current Status	Document	File	Comments	Date Submitted	Date Accepted/Rejected	Reviewer Signature
1) Ansul Fire Suppression System Inspection	REQUIRED	Fire Suppression Inspection.doc	Upload				
2) Backflow Prevention Certification	N/A		Upload	Status Set by Reviewer.			Jp489278 Paloski 03/28/2023
3) Battery Operated Lighting and Emergency Lighting	REQUIRED	Emergency Lighting.doc	Upload				
4) Boiler Inspection	N/A		Upload	Status Set by Reviewer.			Jp489278 Paloski 03/28/2023
5) Certificate of Occupancy or Certificate of Completion	REQUIRED	Certificate of Occupancy.doc	Upload				
6) Electrical Inspection Certification	REQUIRED	Electrical Inspection.doc	Upload				
7) Elevator Certification	N/A		Upload	Status Set by Reviewer.			Jp489278 Paloski 03/28/2023
8) Emergency Generator Test Report	N/A		Upload	Status Set by Reviewer.			Jp489278 Paloski 03/28/2023

Save Clear **Submit** Expand All

*Save - Saves all attachments and entries
 *Submit - Sends a notification to the Department of Health requesting their action.

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Once all required documents have been **Uploaded** and **Saved**, Click the **Submit** button which will notify OASAS that the required documents have all been uploaded.



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Projects

Project Search > Project Search Results

Any item marked N/A must have a reason it is not applicable. Enter the reason in the 'Comments' column.

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Confirm Submission of Documents

Please be sure all the documentation has been added or explanation provided before submitting this notice to the OASAS. Do you want to proceed?

Confirm
Cancel

My NYSE-CON Tool Bar
Create New Submission

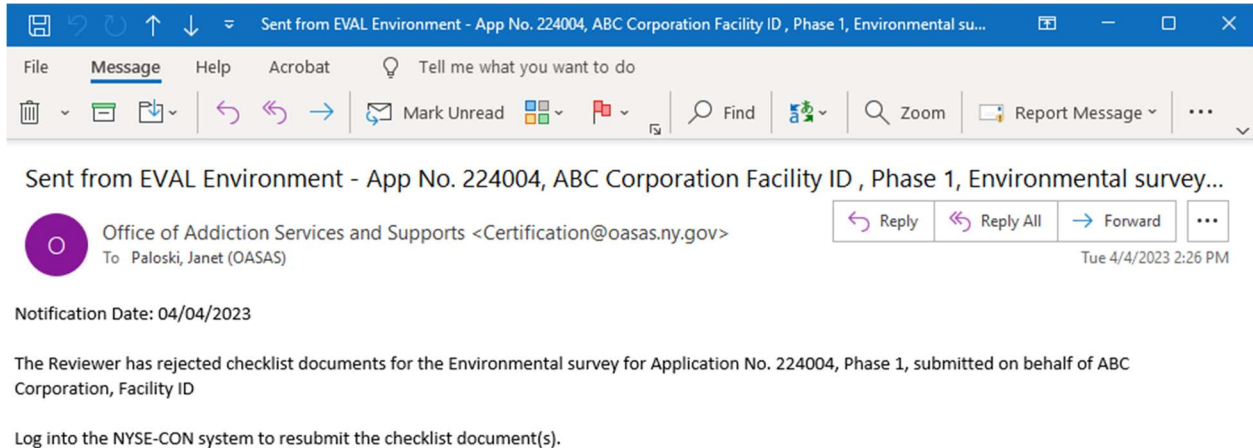
Selected Projects
OASAS 224004 - ABC Corporation

Related Projects

The submission confirmation screen displays. Click **Confirm**.

Instructions for an Applicant to Request a Physical Plant Inspection

Once the OASAS Facility Evaluation and Inspection Unit Inspector has reviewed the Environmental Checklist required documentation. They will mark each of the documents as Accepted or Rejected. The Applicant will be notified if any of the documents have been Rejected. An email like the example below will be sent.



The Inspector will also send email correspondence stating what is wrong with the rejected Environmental Checklist documentation(s). The Applicant will receive an email like the example listed below notifying them that they have new correspondence in the Application and that they should login to the Application to read the correspondence.

Instructions for an Applicant to Request a Physical Plant Inspection

Sent from EVAL Environment - App No. 224004, ABC Corporation, Phase 1 has Environmental Checklist...

File Message Help Acrobat Tell me what you want to do

Mark Unread Find Zoom Report Message

Sent from EVAL Environment - App No. 224004, ABC Corporation, Phase 1 has Environmental Checklist corr...

Office of Addiction Services and Supports <Certification@oasas.ny.gov>
To Paloski, Janet (OASAS)

Reply Reply All Forward

Tue 4/4/2023 3:11 PM

"Notification Date: 04/04/2023

There is a new Checklist correspondence for Application No. 224004, ABC Corporation , Phase 1, from Jp489278 Paloski.

***Log into the NYSE-CON system to view the correspondence. You may use the Reply functionality on the View Correspondence page to respond. If you wish to respond to the correspondence more than once, please access the original message hyperlink created by the reviewer to Reply.

***To upload checklist documents please access the checklist tabs in the Regional Office module.

If you are using NYSE-CON via the Health Commerce System (HCS) use this link
<https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fevalcommerce.health.ny.gov%2Fdoh2%2Faplinks%2Fnysecon%2FreferenceCorrespondenceRo%3Fid%3D139218&data=05%7C01%7CJanet.Paloski2%40oasas.ny.gov%7C21e31a2f197d4a400ae208db3540563b%7Cf46cb8ea79004d108ceb80e8c1c81ee7%7C0%7C0%7C638162322663678338%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLjBtIiwi6k1haWwLCJXVCi6Mn0%3D%7C3000%7C%7C&sdata=WMUneF9YXgWfB87aPG5vg%2F1bpYMDy33viBG3fEZHtUE%3D&reserved=0>

If you are using the Public Authenticated system use this link
<https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fuatapps.health.ny.gov%2Ffacilities%2Fcons%2Fpublic%2Fnysecon%2FreferenceCorrespondenceRo%3Fid%3D139218&data=05%7C01%7CJanet.Paloski2%40oasas.ny.gov%7C21e31a2f197d4a400ae208db3540563b%7Cf46cb8ea79004d108ceb80e8c1c81ee7%7C0%7C0%7C638162322663678338%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLjBtIiwi6k1haWwLCJXVCi6Mn0%3D%7C3000%7C%7C&sdata=WMUneF9YXgWfB87aPG5vg%2F1bpYMDy33viBG3fEZHtUE%3D&reserved=0>

Instructions for an Applicant to Request a Physical Plant Inspection

The screenshot displays the 'Electronic Certificate of Need' system interface. At the top, there are navigation links for 'Home Page' and 'FAQ'. The main header area includes the word 'EVAL' repeated three times. Below this, a 'Projects' tab is active, showing 'Project Search > Project Search Results'. The 'Regional Office' section contains a horizontal menu with tabs: 'General', 'Executive Summary', 'Sites', 'Application', 'Correspondence', 'Decision', 'Contingencies', 'Facilities', 'Access', and 'Summary'. The 'Facilities' tab is circled in red. Below the menu, application details are listed: 'Application Number: 224004', 'Provider Name: ABC Corporation', and 'Project Description: This application is for the ABC Corporation to open a new Part 822 Outpatient Clinic at 111 Main Street in Anytown, NY'. The 'Correspondence' section is active, showing a 'Phase 1' tab and a sub-menu with 'General Information', 'Environmental Checklist', and 'Correspondence'. The 'Correspondence' sub-tab is circled in red. Below this, a 'Phase Description' states: 'Project created for training purposes'. A red box highlights a 'Correspondences' list with two entries: '04/04/2023 03:11:02 PM - Paloski, Jp489278 Lynn - Applicant - Phase 1 - Environmental Checklist' and '03/28/2023 03:34:13 PM - Paloski, Jp489278 Lynn - Applicant - Phase 1 - Environmental Checklist'. An 'Expand All' button is located below the list. A red arrow points to the first entry. On the right side, there are sections for 'My NYSE-CON Tool Bar' with a 'Create New Submission' button, 'Selected Projects' showing 'OASAS 224004 - ABC Corporation', and 'Related Projects'. The footer contains '© 2010 NYS Department of Health - Electronic Certificate of Need System' and a 'System Information' link.

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Projects

Project Search > Project Search Results

Regional Office

General | Executive Summary | Sites | Application | Correspondence | Decision | Contingencies | **Facilities** | Access | Summary

Application Number: 224004
Provider Name: ABC Corporation
Project Description: This application is for the ABC Corporation to open a new Part 822 Outpatient Clinic at 111 Main Street in Anytown, NY

Correspondence

Phase 1

General Information | Environmental Checklist | **Correspondence**

Phase Description: Project created for training purposes

Correspondences:

- 04/04/2023 03:11:02 PM - Paloski, Jp489278 Lynn - Applicant - Phase 1 - Environmental Checklist
- 03/28/2023 03:34:13 PM - Paloski, Jp489278 Lynn - Applicant - Phase 1 - Environmental Checklist

Expand All

My NYSE-CON Tool Bar

Create New Submission

Selected Projects

OASAS 224004 - ABC Corporation

Related Projects

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System Information

To view the correspondence, log into the Application, move to the **Facilities** tab and select the **Correspondence** tab. Any correspondence regarding the Environmental Checklist will be shown. To open correspondence click on the correspondence.

Instructions for an Applicant to Request a Physical Plant Inspection

EVAL

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Projects

Project Search > Project Search Results

Regional Office

[General](#) [Executive Summary](#) [Sites](#) [Application](#) [Correspondence](#) [Decision](#) [Contingencies](#) [Facilities](#) [Access](#) [Summary](#)

Application Number: 224004
Provider Name: ABC Corporation
Project Description: This application is for the ABC Corporation to open a new Part 822 Outpatient Clinic at 111 Main Street in Anytown, NY

View Checklist Correspondence

Phase 1

[General Information](#) [Environmental Checklist](#) [Correspondence](#)

Phase Description: Project created for training purposes

Created By: Paloski, Jp489278 Lynn on 04/04/2023
Correspondence Type: Environmental Checklist
Recipient: Applicant
Document list: Ansul Fire Suppression System Inspection
Message:
The Ansul Fire Suppression System Inspection was rejected because it is over one year old. Please upload a current Ansul Fire Suppression System Inspection. The balance of the Environmental Checklist Items have been accepted.
Attachments:

[Reply](#) [Back](#)

** DOH cannot guarantee that documents that have been uploaded to NYSE-CON are virus free. Before documents are opened, the user should ensure that their anti-virus software is operating and is up-to-date with the latest anti-virus signature files.

04/04/2023 03:11:02 PM - Paloski, Jp489278 Lynn - Applicant - Phase 1 - Environmental Checklist
03/28/2023 03:34:13 PM - Paloski, Jp489278 Lynn - Applicant - Phase 1 - Environmental Checklist

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[Create New Submission](#)

Selected Projects
OASAS 224004 - ABC Corporation

Related Projects

System Information

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The correspondence will open, and you will see the message from the Facilities Evaluation and Inspection Unit. If you want to respond to the message, you can do so by clicking the **Reply** button.

Instructions for an Applicant to Request a Physical Plant Inspection

Phase Description: Project created for training purposes

Created By: Janet Paloski on 04/04/2023
Correspondence Type: Environmental Checklist
Recipient: Paloski, Jp489278 Lynn
Document list: Ansul Fire Suppression System Inspection
†Message:

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, unlink, indent, outdent, table, and text color. Below the toolbar are dropdown menus for Styles, Font, and Size, followed by text color and background color pickers, and a help icon.

Large text area for composing the message.

Attachments:

Add Attachment

Send Reply

Cancel

In Response To
Created By: Paloski, Jp489278 Lynn on 04/04/2023
Correspondence Type: Environmental Checklist
Document list: Ansul Fire Suppression System Inspection
Message:

The Ansul Fire Suppression System Inspection was rejected because it is over one year old. Please upload a current Ansul Fire Suppression System

Related Projects

Empty list area for related projects.

Type your message and click the **Send Reply** button. Do not send any of the documents that were rejected as an attachment to this email. You must upload any new documents through the Environmental Checklist section of the **Facilities** tab.

Instructions for an Applicant to Request a Physical Plant Inspection

Regional Office

General	Executive Summary	Sites	Application	Correspondence	Decision	Contingencies	Facilities	Access	Summary
---------	-------------------	-------	-------------	----------------	----------	---------------	------------	--------	---------

Application Number: 204012
Provider Name: ABC Corporation
Project Description: This is an application for a new provider.

Environmental Checklist

Phase 1 Phase 2

General Information Environmental Checklist Correspondence

Phase Description: Only Phase

Required Documentation <small>**for further information refer to DOH website</small>	Current Status	Document	File	Comments	Date Submitted	Date Accepted/Rejected	Reviewer Signature
1) Ansul Fire Suppression System Inspection	REJECTED	Fire Alarm Inspection.docx	Upload		04/17/2023	04/17/2023	Jp489278 Paloski 04/17/2023
2) Backflow Prevention Certification	N/A		Upload	Status Set by Reviewer.	04/17/2023		Jp489278 Paloski 04/17/2023
3) Battery Operated Lighting and Emergency Lighting	ACCEPTED	Battery and Emergency Lighting.docx	Upload		04/17/2023	04/17/2023	Jp489278 Paloski 04/17/2023
4) Boiler Inspection	N/A		Upload	Status Set by Reviewer.	04/17/2023		Jp489278 Paloski 04/17/2023
5) Certificate of Occupancy or Certificate of Completion	ACCEPTED	Certificate of Occupancy.docx	Upload		04/17/2023	04/17/2023	Jp489278 Paloski 04/17/2023

My NYSE-CON Tool Bar


Create New Submission

Selected Projects

OASAS 204012 - ABC Corporation

Related Projects

Return to the Environmental Checklist section by choosing the **Facilities** tab and then clicking on the **Environmental Checklist**. Accepted submissions will appear in green and Rejected submissions will appear in Red. To upload a new document to replace the Rejected document, click on upload.



New York State
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Electronic Certificate of Need

Janet Paloski
Home Page | FAQ

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Projects

Project Search > Project Search Results

Add Checklist Attachment

File:

Choose File

 No file chosen

Add Attachment

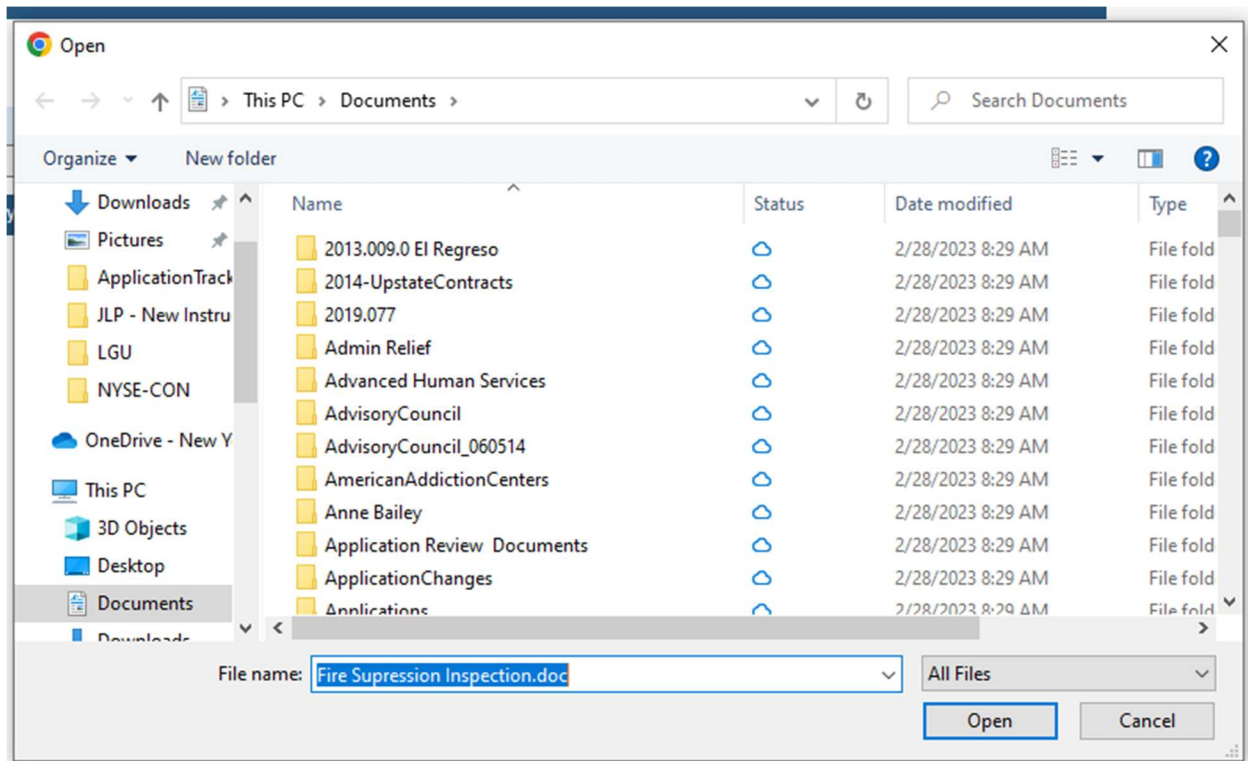
Cancel

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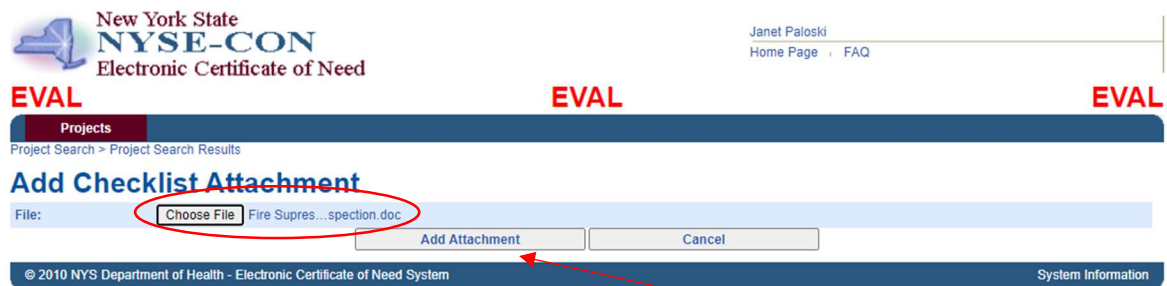
System Information

Click on the **Choose File** button to navigate on your computer to where the Inspection document exists.

Instructions for an Applicant to Request a Physical Plant Inspection



Choose the File to be uploaded and **Click Open**.



The file you selected will show next to the Choose File button. To add the attachment, click on the **Add Attachment** button.

Instructions for an Applicant to Request a Physical Plant Inspection

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Projects

Project Search > Project Search Results

Any item marked N/A must have a reason it is not applicable. Enter the reason in the 'Comments' column.
To save changes, you must click the Save button or all changes will be lost.

Regional Office

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Summary

Application Number: 204012
 Provider Name: ABC Corporation
 Project Description: This is an application for a new provider.

Environmental Checklist

Phase 1
Phase 2

General Information
Environmental Checklist
Correspondence

Phase Description: Only Phase

Required Documentation <small>**for further Information refer to DOH website</small>	Current Status	Document	File	Comments	Date Submitted	Date Accepted/Rejected	Reviewer Signature
▶ 1) Ansul Fire Suppression System Inspection	REJECTED ▼	Fire Suppression System.docx	Delete	[Empty]	04/17/2023	04/17/2023	Jp489278 Paloski 04/17/2023
▶ 2) Backflow Prevention Certification	N/A ▼		Upload	Status Set by Reviewer.	04/17/2023		Jp489278 Paloski 04/17/2023
▶ 3) Battery Operated Lighting and Emergency Lighting	ACCEPTED ▼	Battery and Emergency Lighting.docx	Upload	[Empty]	04/17/2023	04/17/2023	Jp489278 Paloski 04/17/2023

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Create New Submission

Selected Projects

OASAS 204012 - ABC Corporation

Related Projects

Enter a Comment.

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Projects

Project Search > Project Search Results

Any item marked N/A must have a reason it is not applicable. Enter the reason in the 'Comments' column.
To save changes, you must click the Save button or all changes will be lost.

Regional Office

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Application Number: 204012
 Provider Name: ABC Corporation
 Project Description: This is an application for a new provider.

Environmental Checklist

Phase 1
Phase 2

General Information
Environmental Checklist
Correspondence

Phase Description: Only Phase

Required Documentation <small>**for further Information refer to DOH website</small>	Current Status	Document	File	Comments	Date Submitted	Date Accepted/Rejected	Reviewer Signature
▶ 1) Ansul Fire Suppression System Inspection	REJECTED ▼	Fire Suppression System.docx	Delete	Uploaded new document	04/17/2023	04/17/2023	Jp489278 Paloski 04/17/2023
▶ 2) Backflow Prevention Certification	N/A ▼		Upload	Status Set by Reviewer.	04/17/2023		Jp489278 Paloski 04/17/2023
▶ 3) Battery Operated Lighting and Emergency Lighting	ACCEPTED ▼	Battery and Emergency Lighting.docx	Upload	[Empty]	04/17/2023	04/17/2023	Jp489278 Paloski 04/17/2023

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Create New Submission

Selected Projects

OASAS 204012 - ABC Corporation

Related Projects

Instructions for an Applicant to Request a Physical Plant Inspection

▶ 11) Fire Safety and Evacuation Training	ACCEPTED	Fire Safety and Evacuation Training.docx	Upload		04/17/2023	04/17/2023	Jp489278 Paloski 04/17/2023
12) Plumbing Certification	N/A		Upload	Status Set by Reviewer.	04/17/2023		Jp489278 Paloski 04/17/2023
▶ 13) Sprinkler System Inspection	ACCEPTED	Sprinkler System Inspection.docx	Upload		04/17/2023	04/17/2023	Jp489278 Paloski 04/17/2023
▶ 14) Stove Inspection	ACCEPTED	Stove Inspection.docx	Upload		04/17/2023	04/17/2023	Jp489278 Paloski 04/17/2023

Save

Clear

Submit

Expand All

*Save - Saves all attachments and entries

*Submit - Sends a notification to the Department of Health requesting their action.

Click **Save** at the bottom of the screen.

Phase Description: Only Phase

Required Documentation <small>**for further Information refer to DOH website</small>	Current Status	Document	File	Comments	Date Submitted	Date Accepted/Rejected	Reviewer Signature
▶ 1) Ansul Fire Suppression System Inspection	REJECTED	Fire Suppression System.docx	Upload	Uploaded new document	04/17/2023	04/17/2023	
2) Backflow Prevention Certification	N/A		Upload	Status Set by Reviewer.	04/17/2023		Jp489278 Paloski 04/17/2023
▶ 3) Battery Operated Lighting and Emergency Lighting	ACCEPTED	Battery and Emergency Lighting.docx	Upload		04/17/2023	04/17/2023	Jp489278 Paloski 04/17/2023
4) Boiler Inspection	N/A		Upload	Status Set by Reviewer.	04/17/2023		Jp489278 Paloski 04/17/2023
▶ 5) Certificate of Occupancy or Certificate of Completion	ACCEPTED	Certificate of Occupancy.docx	Upload		04/17/2023	04/17/2023	Jp489278 Paloski 04/17/2023
▶ 6) Electrical Inspection Certification	ACCEPTED	Electrical Inspection.docx	Upload		04/17/2023	04/17/2023	Jp489278 Paloski 04/17/2023
7) Elevator Certification	N/A		Upload	Status Set by Reviewer.	04/17/2023		Jp489278 Paloski 04/17/2023
8) Emergency Generator Test Report	N/A		Upload	Status Set by Reviewer.	04/17/2023		Jp489278 Paloski 04/17/2023

Save

Clear

Submit

Expand All

Once you are done with all the changes. Click to the **Submit** button.

Instructions for an Applicant to Request a Physical Plant Inspection



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Projects

Project Search > Project Search Results

Any item marked N/A must have a reason it is not applicable. Enter the reason in the 'Comments' column.

Regional Office

General Executive Summary Sites Application Correspondence Decision Contingencies **Facilities** Access Summary

Confirm Submission of Documents

Please be sure all the documentation has been added or explanation provided before submitting this notice to the OASAS. Do you want to proceed?

Confirm

Cancel

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Create New Submission

Selected Projects

OASAS 204012 - ABC Corporation

Related Projects

Select **Confirm**.

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Projects

Project Search > Project Search Results

Any item marked N/A must have a reason it is not applicable. Enter the reason in the 'Comments' column.

Regional Office

General Executive Summary Sites Application Correspondence Decision Contingencies **Facilities** Access Summary

Application Number: 204012
Provider Name: ABC Corporation
Project Description: This is an application for a new provider.

Environmental Checklist

Phase 1 Phase 2

General Information **Environmental Checklist** Correspondence

Phase Description: Only Phase

Required Documentation <small>**for further Information refer to DOH website</small>	Current Status	Document	File	Comments	Date Submitted	Date Accepted/Rejected	Reviewer Signature
1) Anslul Fire Suppression System Inspection	RESUBMITTED	Fire Suppression System.docx	Upload	Uploaded new document	04/24/2023		
2) Backflow Prevention Certification	N/A		Upload	Status Set by Reviewer.	04/17/2023		Jp489278 Paloski 04/17/2023
3) Battery Operated Lighting and Emergency Lighting	ACCEPTED	Battery and Emergency Lighting.docx	Upload		04/17/2023	04/17/2023	Jp489278 Paloski 04/17/2023

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Create New Submission

Selected Projects

OASAS 204012 - ABC Corporation

Related Projects

The status of the newly uploaded document will show as **RESUBMITTED**. You will be notified when the Facilities Evaluation and Inspection Unit (Upstate or Downstate) has reviewed the new submission(s).

Instructions for an Applicant to Request a Physical Plant Inspection

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Projects

Project Search > Project Search Results

Any item marked N/A must have a reason it is not applicable. Enter the reason in the 'Comments' column.
To save changes, you must click the Save button or all changes will be lost.

Regional Office

General

Executive Summary

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Summary

Application Number: 204012
 Provider Name: ABC Corporation
 Project Description: This is an application for a new provider.

Environmental Checklist

Phase 1

Phase 2

General Information

Environmental Checklist

Correspondence

Phase Description: Only Phase

Required Documentation <small>**for further information refer to DOH website</small>	Current Status	Document	File	Comments	Date Submitted	Date Accepted/Rejected	Reviewer Signature
▶ 1) Ansul Fire Suppression System Inspection	ACCEPTED ▼	Fire Suppression System.docx	Upload	Uploaded new document	04/24/2023	05/16/2023	Jp489278 Paloski 05/16/2023
2) Backflow Prevention Certification	N/A ▼		Upload	Status Set by Reviewer.	04/17/2023		Jp489278 Paloski 04/17/2023
▶ 3) Battery Operated Lighting and Emergency Lighting	ACCEPTED ▼	Battery and Emergency Lighting.docx	Upload		04/17/2023	04/17/2023	Jp489278 Paloski 04/17/2023
4) Boiler Inspection	N/A ▼		Upload	Status Set by Reviewer.	04/17/2023		Jp489278 Paloski

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Create New Submission


Selected Projects

OASAS 204012 - ABC Corporation

Related Projects

If the resubmission is accepted, the current status will show as accepted and the row will show in green.
If it was rejected again, the current status would show as rejected and the row would show in red.

Instructions for an Applicant to Request a Physical Plant Inspection



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Projects

Project Search > Project Search Results

Regional Office

GeneralExecutive SummarySitesApplicationCorrespondenceDecisionContingenciesFacilitiesAccessSummary

Application Number: 224004
Provider Name: ABC Corporation
Project Description: This application is for the ABC Corporation to open a new Part 822 Outpatient Clinic at 111 Main Street in Anytown, NY

General Information

Phase 1

General InformationEnvironmental ChecklistEnvironmental F&CCorrespondence

*Phase ID: 1
*Phase Description: Project created for training purposes

Contacts

☐ View All Contacts

Name	Title	Company	Office Phone	Mobile Phone	Email	NOA
Joe Smith - Primary	Plant Manager	ABC Corporation	(518) 485-1156	(518) 111-1111	janet.paloski2@oasas.ny.gov	

Add Contact

**All Dates in MM/DD/YYYY format

*Target Opening Date	†Requested Survey Dates	†Applicant's Name/Date
05/31/2023	From: 05/01/2023 To: 05/05/2023	Janet Paloski 03/28/2023

Survey

Type	Required	Scheduled Date	Confirm Date	Reviewer
------	----------	----------------	--------------	----------

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Create New Submission


Selected Projects

OASAS 224004 - ABC Corporation

Related Projects

Once the date of the physical plant inspection (survey) has occurred, a new tab will display on the screen. Environmental F & C (Findings and Corrective Action Plan). If there are any items that require a Corrective Action Plan (CAP), the Facility Evaluation and Inspection Inspector will create a Findings record that will require the Applicant to enter a CAP.

Instructions for an Applicant to Request a Physical Plant Inspection



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Projects

Project Search > Project Search Results

Regional Office

General | Executive Summary | Sites | Application | Correspondence | Decision | Contingencies | **Facilities** | Access | Summary

Application Number: 224004
Provider Name: ABC Corporation
Project Description: This application is for the ABC Corporation to open a new Part 822 Outpatient Clinic at 111 Main Street in Anytown, NY

Environmental Findings

Phase 1

General Information | Environmental Checklist | **Environmental F&C** | Correspondence

Phase Description: Project created for training purposes

Total Findings Provided: 1 Total CAPs Accepted: 0

 Print

Environmental Findings	Comments	Status	Date	Name
Other Environmental Findings CAP Due Date: 05/23/2023 1) <u>Lighting Group Room</u> : The lighting in the group Room is not adequate. Please upgrade the lighting fixtures in the room and submit a photo when complete. CAP/Ext. Request			05/09/2023	Jp489278 Paloski- FEIU-UP

[Save](#) [Submit](#) [Expand All](#)

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[Create New Submission](#)

Selected Projects
OASAS 224004 - ABC Corporation

Related Projects

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Once you have been notified that a Finding has been entered, you should return to the project, select the **Facilities** tab and click on the **Environmental F & C** tab.

Instructions for an Applicant to Request a Physical Plant Inspection



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Projects

Project Search > Project Search Results

Regional Office

General | Executive Summary | Sites | Application | Correspondence | Decision | Contingencies | **Facilities** | Access | Summary

Application Number: 224004
Provider Name: ABC Corporation
Project Description: This application is for the ABC Corporation to open a new Part 822 Outpatient Clinic at 111 Main Street in Anytown, NY

Environmental Findings

Phase 1

General Information | Environmental Checklist | **Environmental F&C** | Correspondence

Phase Description: Project created for training purposes

Total Findings Provided: 1 Total CAPs Accepted: 0

 [Print](#)

Environmental Findings	Comments	Status	Date	Name
Other Environmental Findings				
1) <u>Lighting Group Room:</u> The lighting in the group Room is not adequate. Please upgrade the lighting fixtures in the room and submit a photo when complete.	CAP Due Date: 05/23/2023		05/09/2023	Jp489278 Paloski- FEIU-UP
CAP/Ext. Request				

[Save](#) [Submit](#) [Expand All](#)

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[Create New Submission](#)

Selected Projects
OASAS 224004 - ABC Corporation

Related Projects

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System Information

The CAP due date will show. If you want to respond to the CAP or need to request an extension, click on the **CAP/Ext. Request**.

General	Executive Summary	Sites	Application	Correspondence	Decision	Contingencies	Facilities	Access	Summary
---------	-------------------	-------	-------------	----------------	----------	---------------	------------	--------	---------

Application Number: 224004
 Provider Name: ABC Corporation
 Project Description: This application is for the ABC Corporation to open a new Part 822 Outpatient Clinic at 111 Main Street in Anytown, NY

Add Corrective Action Plan

Phase 1

General Information | Environmental Checklist | **Environmental F&C** | Correspondence

Phase Description: Project created for training purposes
 Finding Type: Environmental
 *CAP Type: ☒ CAP ☐ Extension
 Extension Date: mm/dd/yyyy

1) Lighting_Group Room :

The lighting in the group Room is not adequate. Please upgrade the lighting fixtures in the room and submit a photo when complete.

*Description:

Styles ▾ Font ▾ Size ▾ A ▾ A ▾ ?

Attachments:

Add Attachment

Save Clear Cancel

My NYSE-CON Tool Bar

Create New Submission

Selected Projects

OASAS 224004 - ABC Corporation

Related Projects

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Instructions for an Applicant to Request a Physical Plant Inspection

Project Description: This application is for the ABC Corporation to open a new Part 822 Outpatient Clinic at 111 Main Street in Anytown, NY

Add Corrective Action Plan

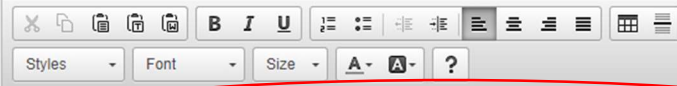
Phase 1

General Information | Environmental Checklist | **Environmental F&C** | Correspondence

Phase Description: Project created for training purposes
Finding Type: Environmental
*CAP Type: ☐ CAP ☒ Extension
Extension Date: mm/dd/yyyy

1) Lighting Group Room :
The lighting in the group Room is not adequate. Please upgrade the lighting fixtures in the room and submit a photo when complete.

*Description:



We will not be able to have the lights replaced until 5/30/23. Once replaced, we will send pictures of the new lighting.

body p

Attachments:

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Enter the date that you want to extend the CAP. Enter a reason for requesting the Extension. If you need to add any attachments, click the **Add Attachment** button and then click **Request Extension**.

Instructions for an Applicant to Request a Physical Plant Inspection

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Application Number: 224004
Provider Name: ABC Corporation
Project Description: This application is for the ABC Corporation to open a new Part 822 Outpatient Clinic at 111 Main Street in Anytown, NY

Environmental Findings

Phase 1

[General Information](#) [Environmental Checklist](#) [Environmental F&C](#) [Correspondence](#)

Phase Description: Project created for training purposes

Total Findings Provided: 1 Total CAPs Accepted: 0

[Print](#)

Environmental Findings	Comments	Status	Date	Name
Other Environmental Findings				
1) <u>Lighting Group Room :</u> CAP Due Date: 05/23/2023 The lighting in the group Room is not adequate. Please upgrade the lighting fixtures in the room and submit a photo when complete.			05/09/2023	Jp489278 Paloski- FEIU-UP
1) <u>Ext.For CAP- Lighting Group Room :</u> Extension Date: 05/31/2023 We will not be able to have the lights replaced until 5/30/23. Once replaced, we will send pictures of the new lighting				
Delete				

[Save](#) [Submit](#) [Expand All](#)

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Selected Projects
OASAS 224004 - ABC Corporation

Related Projects

Your request for an Extension shows on the screen. If you need to delete, click on the **delete** button.

Note: CAP or Extension once submitted cannot be deleted.

Instructions for an Applicant to Request a Physical Plant Inspection

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Application Number: 224004
Provider Name: ABC Corporation
Project Description: This application is for the ABC Corporation to open a new Part 822 Outpatient Clinic at 111 Main Street in Anytown, NY

Environmental Findings

Phase 1

[General Information](#) [Environmental Checklist](#) **[Environmental F&C](#)** [Correspondence](#)

Phase Description: Project created for training purposes

Total Findings Provided: 1 Total CAPs Accepted: 0

[Print](#)

Environmental Findings	Comments	Status	Date	Name
Other Environmental Findings				
<div>CAP Due Date: 05/23/2023</div> <div>1) Lighting Group Room : The lighting in the group Room is not adequate. Please upgrade the lighting fixtures in the room and submit a photo when complete.</div>			05/09/2023	Jp489278 Paloski- FEIU-UP
<div>Extension Date: 05/31/2023</div> <div>1) Ext.For CAP- Lighting Group Room : We will not be able to have the lights replaced until 5/30/23. Once replaced, we will send pictures of the new lighting.</div>				
Delete				

[Save](#) [Submit](#) [Expand All](#)

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Selected Projects
OASAS 224004 - ABC Corporation

Related Projects

Once complete, click on the **Submit** button to notify the Facilities and Inspection Unit of the request for an Extension.

Instructions for an Applicant to Request a Physical Plant Inspection

Regional Office

General	Executive Summary	Sites	Application	Correspondence	Decision	Contingencies	Facilities	Access	Summary
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Application Number: 224004

Provider Name: ABC Corporation

Project Description: This application is for the ABC Corporation to open a new Part 822 Outpatient Clinic at 111 Main Street in Anytown, NY

Environmental Findings And CAPs

Phase 1

General Information	Environmental Checklist	Environmental F&C	Correspondence
---------------------	-------------------------	-------------------	----------------

Phase Description: Project created for training purposes

Total Findings Provided: 1

Total CAPs Accepted: 0

[Print](#)

Environmental Findings	Comments	Status	Date	Name
CAP Due Date: 05/23/2023				
Other Environmental Findings				
1) <u>Lighting_Group Room :</u> The lighting in the group Room is not adequate. Please upgrade the lighting fixtures in the room and submit a photo when complete.			05/09/2023	Jp489278 Paloski- FEIU-UP
Extension Date: 05/31/2023				
1) <u>Ext.For CAP- Lighting_Group Room :</u> We will not be able to have the lights replaced until 5/30/23. Once replaced, we will send pictures of the new lighting.		EXT. SUBMITTED	05/16/2023	Janet Paloski

Save

Submit

Expand All

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System Information

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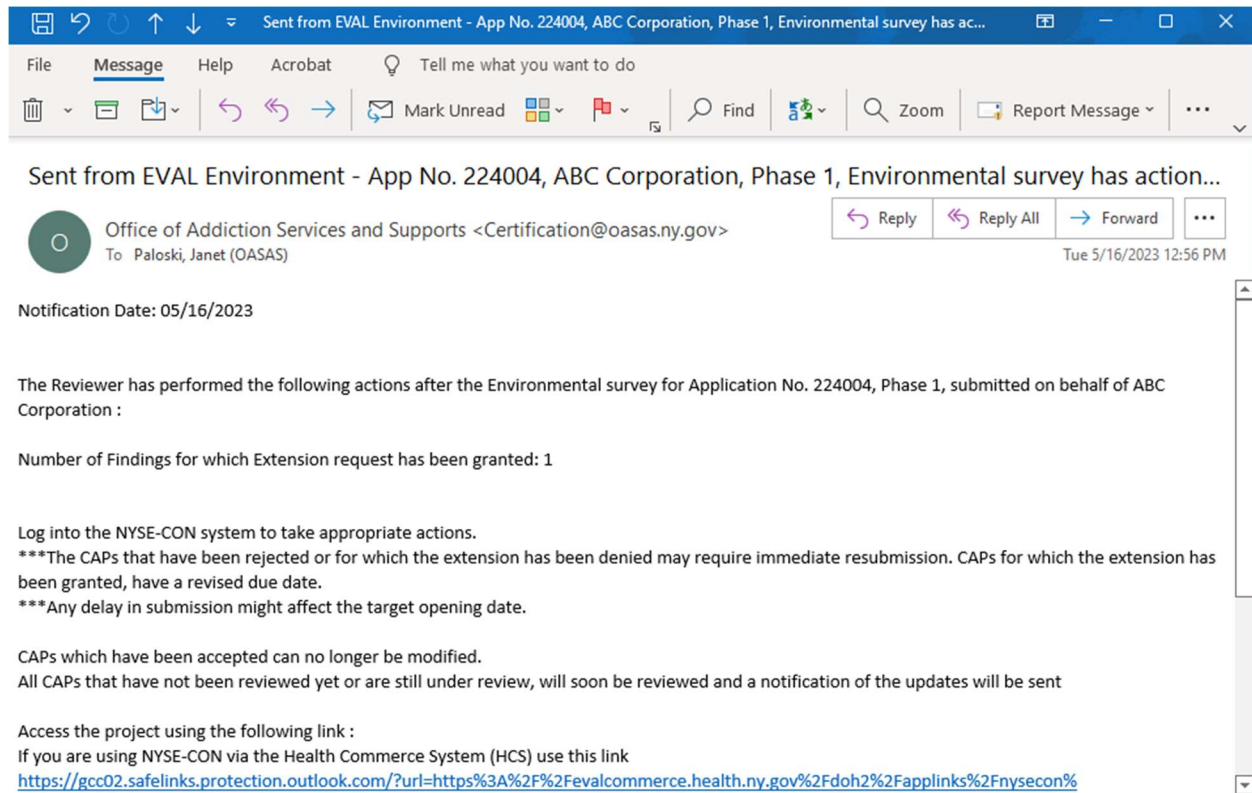
Selected Projects

OASAS 224004 - ABC Corporation

Related Projects

The status will show as Extension Submitted, the date submitted and who made the submission.

Instructions for an Applicant to Request a Physical Plant Inspection



The Applicant will receive a message like the one above when the Facilities Evaluation and Inspection Unit decides on the requested extension.

Instructions for an Applicant to Request a Physical Plant Inspection

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Projects

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Application Number: 224004
 Provider Name: ABC Corporation
 Project Description: This application is for the ABC Corporation to open a new Part 822 Outpatient Clinic at 111 Main Street in Anytown, NY

Environmental Findings And CAPs

Phase 1

General Information
Environmental Checklist
Environmental F&C
Correspondence

Phase Description: Project created for training purposes

Total Findings Provided: 1 Total CAPs Accepted: 0

[Print](#)

Environmental Findings	Comments	Status	Date	Name
Other Environmental Findings	Comments	Status	Date	Name
1) Lighting_Group Room : The lighting in the group Room is not adequate. Please upgrade the lighting fixtures in the room and submit a photo when complete.	CAP Due Date: 05/31/2023		05/09/2023	Jp489278 Paloski-FEIU-UP
Extension Date: 05/31/2023 1) Ext.For CAP- Lighting_Group Room : We will not be able to have the lights replaced until 5/30/23. Once replaced, we will send pictures of the new lighting.		EXT. GRANTED	05/16/2023 05/16/2023	Jp489278 Paloski-FEIU-UP Janet Paloski

Save
Submit
Expand All

My NYSE-CON Tool Bar

[Create New Submission](#)


Selected Projects

[OASAS 224004 - ABC Corporation](#)

Related Projects

If the extension is granted the status will change to green and if it is denied the status will be in red. If granted, the CAP Due Date will be updated to the requested extension.

Instructions for an Applicant to Request a Physical Plant Inspection

 Electronic Certificate of Need

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Projects

Project Search > Project Search Results

Regional Office

[General](#) [Executive Summary](#) [Sites](#) [Application](#) [Correspondence](#) [Decision](#) [Contingencies](#) [Facilities](#) [Access](#) [Summary](#)

Application Number: 224004
Provider Name: ABC Corporation
Project Description: This application is for the ABC Corporation to open a new Part 822 Outpatient Clinic at 111 Main Street in Anytown, NY


Environmental Findings And CAPs

Phase 1

[General Information](#) [Environmental Checklist](#) [Environmental F&C](#) [Correspondence](#)

Phase Description: Project created for training purposes

Total Findings Provided: 1 Total CAPs Accepted: 0

 [Print](#)

Environmental Findings	Comments	Status	Date	Name
Other Environmental Findings CAP Due Date: 05/31/2023 1) Lighting Group Room : The lighting in the group Room is not adequate. Please upgrade the lighting fixtures in the room and submit a photo when complete.			05/09/2023	Jp489278 Paloski- FEIU-UP
Ext.For CAP- Lighting Group Room : Extension Date: 05/31/2023 We will not be able to have the lights replaced until 5/30/23. Once replaced, we will send pictures of the new lighting.		EXT. GRANTED	05/16/2023 05/16/2023	Jp489278 Paloski- FEIU-UP Janet Paloski

[Save](#) [Submit](#) [Expand All](#)

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Selected Projects
OASAS 224004 - ABC Corporation

Related Projects

When you are ready to enter the CAP, click on the hyperlink.

Instructions for an Applicant to Request a Physical Plant Inspection

Phase 1

General Information

Environmental Checklist

Environmental F&C

Correspondence

Phase Description:

Project created for training purposes

Finding Type:

Environmental

*CAP Type:

☒ CAP
 ☐ Extension

Extension Date:

mm/dd/yyyy

05/31/2023

1) Lighting Group Room :

The lighting in the group Room is not adequate. Please upgrade the lighting fixtures in the room and submit a photo when complete.

Corrective action plan:

We will not be able to have the lights replaced until 5/30/23. Once replaced, we will send pictures of the new lighting.

*Description:

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Size

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We will not be able to have the lights replaced until 5/30/23. Once replaced, we will send pictures of the new lighting.

Attachments:

Add Attachment

Request Extension

Clear

Cancel


Choose CAP.

Instructions for an Applicant to Request a Physical Plant Inspection

General Information	Environmental Checklist	Environmental F&C	Correspondence
Phase Description:		Project created for training purposes	
Finding Type:		Environmental	
*CAP Type:		<input checked="" type="radio"/> CAP <input type="radio"/> Extension	
Extension Date: mm/dd/yyyy		<input type="text"/>	
1) <u>Lighting Group Room</u> :			
The lighting in the group Room is not adequate. Please upgrade the lighting fixtures in the room and submit a photo when complete.			
<u>Corrective action plan:</u>			
We will not be able to have the lights replaced until 5/30/23. Once replaced, we will send pictures of the new lighting.			
*Description:			
<div><div><div></div><div>Styles Font Size A- A- ?</div></div><div>The lights have been replaced. I have attached photos of the new lights.</div></div>			
body p			
Attachments:			
<div>Save Clear Cancel Add Attachment</div>			

Update the description. In this example, we are attaching photos of the new lights. Click on **Add Attachment**.

Instructions for an Applicant to Request a Physical Plant Inspection



New York State
NYSE-CON
Electronic Certificate of Need

Janet Paloski
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Projects

Project Search > Project Search Results

Regional Office

General | Executive Summary | Sites | Application | Correspondence | Decision | Contingencies | **Facilities** | Access | SummaryApplication Number: 224004
Provider Name: ABC Corporation
Project Description: This application is for the ABC Corporation to open a new Part 822 Outpatient Clinic at 111 Main Street in Anytown, NY

Add CAP Attachment

Phase 1

General Information | Environmental Checklist | **Environmental F&C** | Correspondence

Phase Description: Project created for training purposes

Document Type:

Please Choose:

Please Choose: Environmental Finding and CAP

Date:

Please Choose:

Description:

Environmental Finding and CAP

File:

Choose File No file chosen

Add Attachment Cancel

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[Create New Submission](#)Selected Projects
OASAS 224004 - ABC Corporation


Related Projects

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System Information

Choose the Document Type.

Instructions for an Applicant to Request a Physical Plant Inspection



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Projects

Project Search > Project Search Results

Regional Office

GeneralExecutive SummarySitesApplicationCorrespondenceDecisionContingenciesFacilitiesAccessSummary

Application Number: 224004
Provider Name: ABC Corporation
Project Description: This application is for the ABC Corporation to open a new Part 822 Outpatient Clinic at 111 Main Street in Anytown, NY

Add CAP Attachment

Phase 1

General InformationEnvironmental ChecklistEnvironmental F&CCorrespondence

Phase Description: Project created for training purposes

Document Type: Environmental Finding and CAP

Date: 05/16/2023

Description: File: No file chosen

My NYSE-CON Tool Bar

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Selected Projects

OASAS 224004 - ABC Corporation


Related Projects

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System Information

Enter a Description.

Instructions for an Applicant to Request a Physical Plant Inspection



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Projects

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Regional Office

General | Executive Summary | Sites | Application | Correspondence | Decision | Contingencies | **Facilities** | Access | Summary

Application Number: 224004
Provider Name: ABC Corporation
Project Description: This application is for the ABC Corporation to open a new Part 822 Outpatient Clinic at 111 Main Street in Anytown, NY

Add CAP Attachment

Phase 1

General Information | Environmental Checklist | **Environmental F&C** | Correspondence

Phase Description: Project created for training purposes

Document Type: Environmental Finding and CAP ▾

Date: 05/16/2023

Description: Photos of new lighting

File: **Choose File** No file chosen

Add Attachment

Cancel

My NYSE-CON Tool Bar

Create New Submission

Selected Projects

OASAS 224004 - ABC Corporation

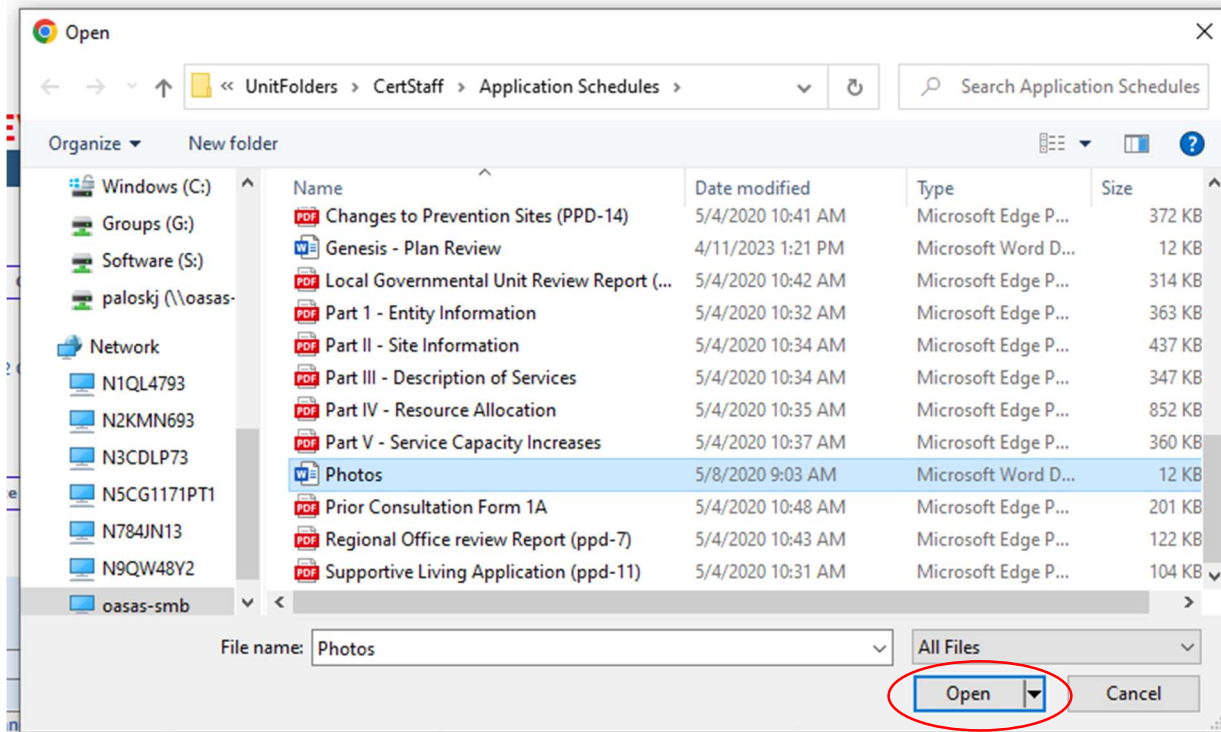
Related Projects

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System Information

Click on the **Choose File** button to navigate to the location on your computer where you stored the photos.

Instructions for an Applicant to Request a Physical Plant Inspection



Click on the file and click the **Open** button.

Instructions for an Applicant to Request a Physical Plant Inspection

The screenshot displays the NYSE-CON Electronic Certificate of Need System interface. At the top, the logo for New York State NYSE-CON is visible, along with the user name Janet Paloski and navigation links for Home Page and FAQ. The word 'EVAL' is prominently displayed in red on the left and right sides of the header. Below the header, a 'Projects' tab is active, leading to 'Project Search > Project Search Results'. The 'Regional Office' section shows a navigation bar with tabs for General, Executive Summary, Sites, Application, Correspondence, Decision, Contingencies, Facilities, Access, and Summary. The 'Facilities' tab is selected, showing application details for application number 224004, provider ABC Corporation, and a project description for a new Part 822 Outpatient Clinic. The 'Add CAP Attachment' section is highlighted, showing 'Phase 1' and tabs for General Information, Environmental Checklist, Environmental F&C, and Correspondence. The 'Environmental F&C' tab is active, displaying a form for adding a CAP attachment. The form includes fields for Document Type (Environmental Finding and CAP), Date (05/16/2023), Description (Photos of new lighting), and File. The 'File' field shows a 'Choose File' button and the filename 'Photos.docx', which is circled in red. Below the filename are 'Add Attachment' and 'Cancel' buttons. A red arrow points from the 'Add Attachment' button to the text below the screenshot. On the right side, there are sections for 'My NYSE-CON Tool Bar' with a 'Create New Submission' button, 'Selected Projects' listing 'QASAS 224004 - ABC Corporation', and 'Related Projects'.

New York State
NYSE-CON
Electronic Certificate of Need

Janet Paloski
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Projects
Project Search > Project Search Results

Regional Office

General | Executive Summary | Sites | Application | Correspondence | Decision | Contingencies | **Facilities** | Access | Summary

Application Number: 224004
Provider Name: ABC Corporation
Project Description: This application is for the ABC Corporation to open a new Part 822 Outpatient Clinic at 111 Main Street in Anytown, NY

Add CAP Attachment

Phase 1

General Information | Environmental Checklist | **Environmental F&C** | Correspondence

Phase Description: Project created for training purposes

Document Type: Environmental Finding and CAP
Date: 05/16/2023
Description: Photos of new lighting
File: Choose File **Photos.docx**
Add Attachment Cancel

My NYSE-CON Tool Bar
Create New Submission

Selected Projects
QASAS 224004 - ABC Corporation

Related Projects

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The file name will show next to the Choose File button. Choose **Add Attachment**.


Instructions for an Applicant to Request a Physical Plant Inspection

Phase Description: Project created for training purposes
Finding Type: Environmental
*CAP Type: ☒ CAP ☐ Extension
Extension Date: mm/dd/yyyy


1) Lighting Group Room :
The lighting in the group Room is not adequate. Please upgrade the lighting fixtures in the room and submit a photo when complete.

Corrective action plan:
The lights have been replaced. I have attached photos of the new lights.

*Description:


Styles Font Size A- A+ ?

The lights have been replaced. I have attached photos of the new lights.

Attachments:
☐  Photos.docx
Photos of new lighting

The attachment shows here. Click on the **Save** button.

Instructions for an Applicant to Request a Physical Plant Inspection

Regional Office

General	Executive Summary	Sites	Application	Correspondence	Decision	Contingencies	Facilities	Access	Summary
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Application Number: 224004
Provider Name: ABC Corporation
Project Description: This application is for the ABC Corporation to open a new Part 822 Outpatient Clinic at 111 Main Street in Anytown, NY

Environmental Findings And CAPs


Phase 1

General Information	Environmental Checklist	Environmental F&C	Correspondence
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Phase Description: Project created for training purposes

Total Findings Provided: 1 Total CAPs Accepted: 0

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Environmental Findings	Comments	Status	Date	Name
Other Environmental Findings				
CAP Due Date: 05/31/2023				
1) <u>Lighting_Group Room :</u> The lighting in the group Room is not adequate. Please upgrade the lighting fixtures in the room and submit a photo when complete.			05/09/2023	Jp489278 Paloski- FEIU-UP
1) <u>CAP- Lighting_Group Room :</u> The lights have been replaced. I have attached photos of the new lights. 		Under Modification		
Delete				

[Save](#) [Submit](#) [Expand All](#)

My NYSE-CON Tool Bar

[Create New Submission](#)

Selected Projects

OASAS 224004 - ABC Corporation

Related Projects

Your update CAP information shows. Click the **Submit** button to notify the Facilities Evaluation and Inspection Unit that the CAP has been submitted.

Instructions for an Applicant to Request a Physical Plant Inspection

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Projects

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General Executive Summary Sites Application Correspondence Decision Contingencies Facilities Access Summary

Application Number: 224004
 Provider Name: ABC Corporation
 Project Description: This application is for the ABC Corporation to open a new Part 822 Outpatient Clinic at 111 Main Street in Anytown, NY

Environmental Findings And CAPs

Phase 1

General Information Environmental Checklist Environmental F&C Correspondence

Phase Description: Project created for training purposes

Total Findings Provided: 1 Total CAPs Accepted: 0

[Print](#)

Environmental Findings	Comments	Status	Date	Name
<div style="background-color: #003366; color: white; padding: 2px; margin-bottom: 5px;"> Other Environmental Findings </div> <div style="background-color: #e6f2ff; padding: 5px;"> 1) <u>Lighting Group Room :</u> CAP Due Date: 05/31/2023 The lighting in the group Room is not adequate. Please upgrade the lighting fixtures in the room and submit a photo when complete. </div>			05/09/2023	Jp489278 Paloski-FEIU-UP
<div style="background-color: #003366; color: white; padding: 2px; margin-bottom: 5px;"> 1) CAP- Lighting Group Room : </div> <div style="background-color: #e6f2ff; padding: 5px;"> The lights have been replaced. I have attached photos of the new lights. Photos.docx </div>		SUBMITTED	05/16/2023	Janet Paloski

Save Submit Expand All

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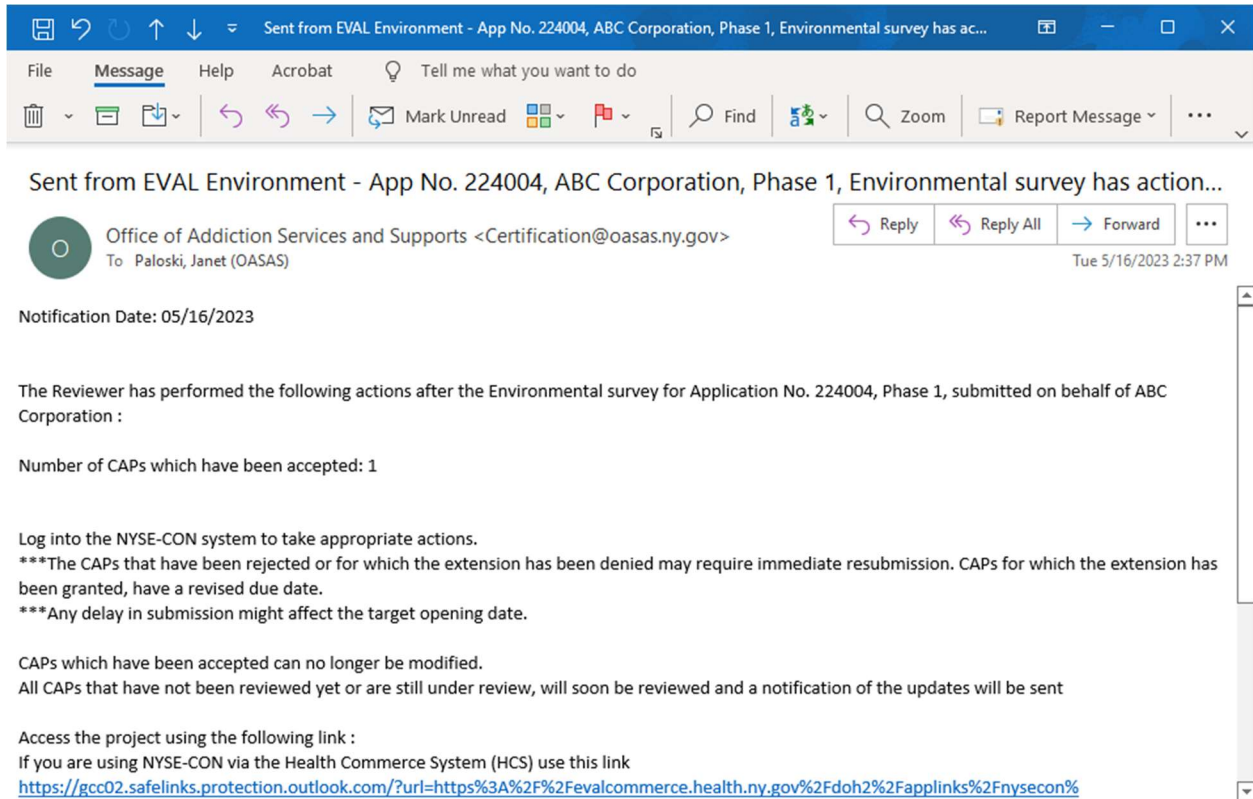
My NYSE-CON Tool Bar
[Create New Submission](#)

Selected Projects
 OASAS 224004 - ABC Corporation

Related Projects

The status shows Submitted.

Instructions for an Applicant to Request a Physical Plant Inspection



You will receive an email like this when the Facilities Evaluation and Inspection Unit decides on your CAP.

Instructions for an Applicant to Request a Physical Plant Inspection

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Projects

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Contingencies
Facilities
Access
Summary

Application Number: 224004
 Provider Name: ABC Corporation
 Project Description: This application is for the ABC Corporation to open a new Part 822 Outpatient Clinic at 111 Main Street in Anytown, NY

Environmental Findings And CAPs

Phase 1

General Information
Environmental Checklist
Environmental F&C
Correspondence

Phase Description: Project created for training purposes

Total Findings Provided: 1
Total CAPs Accepted: 1

Print

Environmental Findings	Comments	Status	Date	Name
<div style="background-color: #e6f2ff; padding: 5px;"> Other Environmental Findings CAP Due Date: 05/31/2023 1) <u>Lighting_Group Room :</u> The lighting in the group Room is not adequate. Please upgrade the lighting fixtures in the room and submit a photo when complete. </div>			05/09/2023	Jp489278 Paloski-FEIU-UP
<div style="background-color: #e6f2ff; padding: 5px;"> 1) CAP- <u>Lighting_Group Room :</u> The lights have been replaced. I have attached photos of the new lights. Photos.docx </div>		ACCEPTED	05/16/2023 05/16/2023	Jp489278 Paloski-FEIU-UP Janet Paloski

Save
Submit
Expand All

My NYSE-CON Tool Bar

Create New Submission

Selected Projects

OASAS 224004 - ABC Corporation

Related Projects

The updated status will appear.